



**Timothy M. O'Brien**  
Clerk of Court

**Kansas City Division**

500 State Ave. (259)  
Kansas City, KS 66101

**Topeka Division**

444 S.E. Quincy St. (490)  
Topeka, KS 66683

**Wichita Division**

401 N. Market St. (204)  
Wichita, KS 67202

# Notice of Vacancy Announcement

## UNITED STATES District Court

### District of Kansas

<b>Position:</b>	Pro Se Law Clerk
<b>Tour of Duty:</b>	Part- Time, Temporary (ending June 27, 2017)
<b>Number of Positions:</b>	One
<b>Start Date:</b>	immediately
<b>Classification Level:</b>	JSP 11/12, depending on qualifications
<b>Salary Range:</b>	\$ 29,659 to 35,550 (Kansas City & Topeka) \$29,623 to \$35,506 (Wichita)
<b>Location:</b>	Kansas City, Topeka or Wichita, KS; telework may be considered for individuals residing outside the commuting area
<b>Opening Date:</b>	November 17, 2016
<b>Closing Date:</b>	Open until filled
<b>Vacancy Number:</b>	A16-17

## POSITION OVERVIEW:

This position involves working directly with Judges on managing prisoner civil rights and habeas corpus cases. Duties include writing draft orders and case management.

## QUALIFICATION REQUIREMENTS:

### Minimum Qualifications

At the time of appointment, the candidate must possess the following minimum requirements:

1. Be a graduate of an ABA accredited law school with strong academic credentials;
2. Be a licensed attorney (out-of-state license acceptable);
3. Possess superior research and writing skills;
4. Be proficient in computer assisted research and Microsoft Word;
5. Exhibit strong analytical ability; and
6. Demonstrate excellent verbal, written and interpersonal skills.

For appointment at a **JSP grade 11** step 1 (\$29,659 or \$29,623), an applicant must be a law school graduate and have the equivalent of one year of full-time legal work experience after graduation from law school. Substitutions for the one year of experience may include:

- a. Graduation in the upper third of a law school class; or
- b. Experience on the editorial board of a law review; publication of a noteworthy article in a law school student or scholarly publication; or
- c. Special high-level honors of academic excellence in law school, such as election to the Order of the Coif; or
- d. Winning of a moot court competition or membership on a moot court team that represents the law school in competition with other law schools; participation in the legal aid or other law school clinical program; or
- e. Summer experience as a law clerk or intern or law clerk experience on a continuous basis in a law firm while attending law school.

For appointment at a **JSP grade 12** step 1 (\$35,550 or \$35,506), applicants must meet the qualification for a JSP grade 11 and possess one additional year of full-time legal work experience after graduation from law school (no substitutions permitted) AND be a member of the bar of a state.

#### Preferred Qualifications

- Prior civil litigation experience

#### **TO APPLY:**

- 1) To apply for this position, applicants are required to submit the following items: 1) a cover letter with salary requirements, 2) a chronological resume, 3) a writing sample, and 4) a [Federal Judicial Branch Application for Employment](#), and 5) a PDF of the completed package. Application packages not received in PDF format may be considered incomplete.

Complete applications should be submitted by email to:

[ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

#### **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a background check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

**\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\***